



**COUNTY OF KENDALL, ILLINOIS**  
**Admin & HR Committee**  
**County Office Building**  
**County Board Rooms 209-210**

**Thursday, July 7, 2016 ~ 9:00a.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Dan Koukol, John Purcell, John A. Shaw (Vice Chair), Lynn Cullick (Chair), Judy Gilmour
- 3. Approval of Agenda**
- 4. Approval of Minutes from June 28, 2016 Meeting**
- 5. Monthly Reports**
  - a. Department Heads and Elected Officials**
  - b. County Administrator**
- 6. New Business**
- 7. Old Business**
  - *Employee Appreciation Picnic at Meadowhawk Lodge – Hoover Forest Preserve, September 9*
  - *Wellness screening anticipated September 28 (September 21 may be option)*
  - *Organizational Chart Discussion*
  - *Employee Handbook Discussion*
- 8. Action Items for County Board**
- 9. Public Comment**
- 10. Executive Session**
- 11. Adjournment**

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Thursday, June 28, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:36p.m.

**ROLL CALL**

Committee Members Present: Lynn Cullick – here, Judy Gilmour – here

*Chair Cullick appointed County Board Member Prochaska to serve on the committee for tonight's meeting to establish a quorum to conduct business.*

Committee Members Absent: Dan Koukol, John Purcell, John Shaw

Others present: Scott Koeppel, Jim Pajauskas, Jeff Wilkins

**APPROVAL OF AGENDA:** Member Prochaska made a motion to approve the agenda with the change to move Item 6C before Item 6A, second by Member Gilmour. With all in agreement, the motion carried.

**APPROVAL OF MINUTES:** Member Prochaska made a motion to approve the June 9, 2016 meeting minutes, second by Member Cullick. With all in agreement, the motion carried.

**NEW BUSINESS** - None

**OLD BUSINESS**

- *Recommend Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants* – Jeff Wilkins briefed the committee on the resolution, and said the County has applied to the 5310 in the past, and explained that these dollars are gear-marked to assist the seniors and disabled in the County.

Mike Neuenkirchen, Kendall Area Transit Director, explained that these funds are coupled with public transportation dollars to enable the continuous and possible expansion of the program. Mr. Neuenkirchen said that RTA is the administrator of the funds.

Jeff Wilkins asked Mr. Neuenkirchen to check the dates listed on the resolution and to make changes if necessary prior to the resolution going to the County Board for approval.

Member Gilmour made a motion to forward the *Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants* to the County Board for approval, second by Member Prochaska. **With all in agreement, the motion carried.**

- *Discussion on Email Access for Non-County Employees* – Scott Koeppel provided a list of non-County employees that utilize the County email system, including Emergency Management, Sheriff's Auxiliary, Township Assessors, CASA, Kendall Area Transit, Forest Preserve, KenCom, Merit Commission and Veteran's Assistance Commission. Discussion on inter-governmental agreements with these groups. Member Prochaska made a motion to forward the item to the Committee of the Whole for further discussion, second by Member Gilmour. **With three members in agreement, the motion carried.**
- *Recommend Approval of Job Descriptions* – Jeff Wilkins briefed the committee on the twenty-one proposed job descriptions for Animal Control, Administrative Services, Facilities Management, GIS/Mapping, Planning, Building and Zoning, and Technology.

Scott Koeppel stated that the GIS System Specialist – Senior position was provided in error, and that he would provide the GIS Analyst job description for the committee and State's Attorney's Office to review.

**There was consensus by the committee to forward all descriptions to the State's Attorney's Office for review, and that they will also review the job descriptions to discuss at a future meeting.**

## ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion on Email Access for Non-County Employees*

## ACTION ITEMS FOR COUNTY BOARD

- *Recommend Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants*

**PUBLIC COMMENT** – None

**EXECUTIVE SESSION** – Member Gilmour made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, and 5ILCS 120/2 9c (2), collective negotiating matters between the public body and its employees or their

representatives, or deliberations concerning salary schedules for one or more classes of employees, second by Member Prochaska.

**Roll Call Vote:** Member Cullick - yes, Member Gilmour - yes, Member Prochaska - yes. With three members in attendance voting aye, the committee entered into Executive Session at 6:15p.m.

Member Prochaska made a motion to return to Open Session, second by Member Gilmour. With all in agreement, the committee returned to Open Session at 6:53p.m.

**ADJOURNMENT** – Member Prochaska moved to adjourn the meeting at 6:54p.m., Member Gilmour seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary

## MONTHLY MEDICAL INSURANCE REPORT

**June 30, 2016**

	Non-Union	Union	<u>Total Enrolled</u>				Annual Cost Plan per EE	Others
			<u>Jun-15</u>	<u>Jul-15</u>	<u>Jun-16</u>	<u>Jul-16</u>		
HMO Employee	30	21	55	56	58	57	\$9,230.38	6
HMO Family	13	21	46	45	41	41	\$23,075.38	7
PPO Employee	3	14	55	55	18	17	\$12,134.63	0
PPO Family	0	9	37	35	12	12	\$29,065.22	3
H.S.A. - Emp	48	18	37	35	72	77	\$9,526.48*	11
H.S.A. - Fam	36	36	52	53	80	78	\$22,063.20*	6
<b>Total Enrolled</b>	<b>130</b>	<b>119</b>	<b>282</b>	<b>279</b>	<b>281</b>	<b>282</b>		<b>33</b>
<b>Total Eligible</b>	<b>175</b>	<b>144</b>						
			<b>Dental EE</b>		<b>163</b>			<b>40</b>
			<b>Dental Family</b>		<b>184</b>			<b>28</b>
			<b>Total Enrolled</b>		<b>347</b>			<b>68</b>

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Include's Employer HSA contribution
- 3) Others Include ROE, KEN COM, Forest Preserve, COBRA, and Retirees

**FY 16 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,063,813) 57.75% of Budget

	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	Totals
BlueCross Medical Premium	\$ 347,954	\$ 339,151	\$ 344,322	\$ 347,509	\$ 342,557	\$ 344,748	\$ 342,333						\$ 2,408,663
Lincoln Life Dental Premium	22,476	23,220	24,192	23,782	23,806	23,806	23,500						\$ 164,844
Lincoln Life Premium	726	732	725	727	721	725	716						\$ 5,071
Health Savings Account	336,000	-	-	-	-	10,000							\$ 346,000
<b>TOTALS</b>	<b>\$ 707,157</b>	<b>\$ 363,103</b>	<b>\$ 369,239</b>	<b>\$ 372,108</b>	<b>\$ 367,084</b>	<b>\$ 378,279</b>	<b>\$ 368,609</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,924,579</b>

**FY 15 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$4,747,400) \*91.4% of Budget

	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	Totals
BlueCross Medical Premium	\$ 315,855	\$ 322,904	\$ 323,368	\$ 321,771	\$ 328,750	\$ 329,521	\$ 318,882	\$ 322,074	\$ 318,795	\$ 313,546	\$ 313,232	\$ 323,642	\$ 3,853,148
Met Life Dental Premium	22,281	22,179	22,235	22,772	22,897	22,601	22,372	22,315	22,077	22,043	22,099	22,293	\$ 268,164
Lincoln Life Premium	718	730	743	742	750	747	737	732	726	730	736	729	\$ 8,829
Health Savings Account	16,375	17,375	17,000	17,000	18,000	18,125	17,800	17,750	17,000	17,125	18,500	17,750	\$ 209,500
<b>TOTALS</b>	<b>\$ 365,029</b>	<b>\$ 363,188</b>	<b>\$ 363,345</b>	<b>\$ 362,285</b>	<b>\$ 370,415</b>	<b>\$ 370,994</b>	<b>\$ 359,492</b>	<b>\$ 362,870</b>	<b>\$ 359,599</b>	<b>\$ 353,444</b>	<b>\$ 354,566</b>	<b>\$ 364,414</b>	<b>\$ 4,339,641</b>

**FY 14 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$4,680,373) \$235,977 under FY

	12/31/2013	1/31/2014	2/28/2014	3/31/2014	4/30/2014	5/31/2014	6/30/2014	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	Totals
BlueCross Medical Premium	\$ 333,830	\$ 337,723	\$ 333,582	\$ 323,495	\$ 334,201	\$ 334,375	\$ 327,851	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,659	\$ 3,962,531
Met Life Dental Premium	23,904	23,695	23,582	23,332	22,979	23,766	23,240	23,262	23,251	22,611	23,060	22,886	\$ 279,577
Lincoln Life Premium	637	826	785	778	743	743	750	750	748	750	750	7,430	\$ 15,687
Health Savings Account	15,875	15,875	15,875	15,750	15,750	16,500	16,375	15,875	15,250	15,250	15,250	13,875	\$ 187,500
<b>TOTALS</b>	<b>\$ 374,246</b>	<b>\$ 378,120</b>	<b>\$ 373,825</b>	<b>\$ 363,355</b>	<b>\$ 373,673</b>	<b>\$ 375,384</b>	<b>\$ 368,016</b>	<b>\$ 364,925</b>	<b>\$ 363,733</b>	<b>\$ 369,568</b>	<b>\$ 363,611</b>	<b>\$ 376,850</b>	<b>\$ 4,445,296</b>

Benefits Paid as of 06/30/16

# MONTHLY ADMINISTRATION / HR SUMMARY REPORT

June 30, 2016

Workers' Comp. Claims (12/1/15-11/30/16)			
	Prior Year Total	YTD	Current Month
Administration			
Animal Control	5	5	
Circuit Clerk			
County Clerk		1	
Facilities	3		
Forest Preserve	1	3	
Health Dept.	3	3	
HWY			
Judiciary			
PBZ			
Probation	2	1	1
Public Defender			
Sheriff	7	10	
State's Attorney		2	
Technology			
VAC			
<b>Totals</b>	<b>21</b>	<b>25</b>	<b>1</b>

New Hires/Terminations (12/1/15-11/30/16)				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration				
Animal Contr				
Circuit Clerk	1		2	
County Clerk				
Facilities				
Forest Pres	1			
Health Dept.	4	1	1	
HWY				
KenCom	3		3	
PBZ			1	
Probation	2	1	2	
Public Defender				
Sheriff	3		4	
State's Att	1			
Technology				
VAC				
<b>Totals</b>	<b>15</b>	<b>2</b>	<b>13</b>	<b>0</b>

Property Claims (12/1/15-11/30/16)			
Dept	Description	Insurance	Amount
Sheriff	struck deer	County	2,019
Sheriff	rear ended	subrogate	\$579.81
<b>Total</b>			<b>2,599</b>

\*\* Paid from other fund  
 \* Occurred last FY but reported this FY

Retirees/COBRA (12/1/15-11/30/16)			
Retirees	Medical+Dental	5	\$47,866.19
Retirees	Medical Only	0	\$0.00
Retirees	Dental Only	30	\$11,594.95
Retirees	Vision	9	\$860.46
COBRA	Medical / Dental	1	\$91.28
<b>Total</b>		<b>45</b>	<b>\$60,212.88</b>

\* occurred last FY but report this FY

MELLON HSA SOLUTIONS		
	Date	Deposit
1	12/31/15	343,500
2	01/31/16	0
3	02/29/16	0
4	03/31/16	0
5	04/30/16	0
6	05/31/16	10,000
7	06/30/16	0
8		
9		
10		
11		
12		
<b>Total</b>		<b>\$ 353,500</b>

W.C. Claims Expense (12/1/15-11/30/16)		
December	\$	6,755
January		5,447
February		25,292
March		19,917
April		15,179
May		17,186
June		32,814
<b>PEDA Reimbursements YTD</b>		<b>6,475</b>
<b>Total</b>		<b>\$ 122,590 \$116,115</b>

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Missed > 3 Days Work	Returned to Work	Current Modified Duty
WC	06/30/12	Forest Preserve	injured back and shoulder	\$85,340.95	Y	N	
WC	02/04/13	Sheriff's	hurt / strain groin	\$450,520.68	Y	Term	
WC	05/10/14	Sheriff's	Injured multiple body parts	\$113,415.85	Y	Y	
WC	08/15/14	Sheriff's	strain back	** \$134,655.11	Y	Y	
WC	08/31/14	Sheriff's	contusion	\$14,443.38	Y	Y	
WC	02/01/15	Facilities	shoulder / repetitive motion	*** \$28,547.18	Y	Y	
WC	05/05/15	Facilities	Strain/Sprain arm	\$64,783.12	Y	Term	
WC	12/10/15	HHS	contusion	*** \$2,041.77	N	Y	
WC	01/26/16	Animal Control	animal bite / arm	** \$0.00	N	Y	
WC	02/11/16	HHS	contusion	** \$1,164.75	N	Y	
WC	03/08/16	HHS	fell / contusion	** \$328.32	N	Y	
WC	03/25/16	Sheriff's	struck by person / injured shoulder	\$3,059.76	N	Y	
WC	04/09/16	Animal Control	bitten by animal	\$0.00	N	Y	
WC	04/10/16	Forest Preserve	slip / contusion ankle	\$2,812.07	Y	N	
WC	04/12/16	Sheriff's	contusion toe	\$15,483.13	Y	N	
WC	04/12/16	Sheriff's	twist / toe	\$0.00	N	Y	
WC	04/14/16	Sheriff's	spit / foreign body face	\$0.00	N	Y	
WC	05/13/16	Sheriff's	strain back	\$0.00	N	Y	
WC	05/15/16	Animal Control	dog bit	\$224.55	N	Y	
WC	05/17/16	Animal Control	slip / contusion head	** \$0.00	N	Y	
WC	05/23/16	Animal Control	dog bit	\$474.92	N	Y	
				\$917,295.54			

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Paid by KC	Coverage Type
Liability	01/02/14	VAC	wrongful termination	\$0.00	\$0.00	Errors & Omissions
Liability	02/21/14	Sheriff's	police excessive force	\$9,644.64	\$3,477.67	Police Professional Liability
Liability	05/15/14	Sheriff's	discrimlnation	\$99,989.87	\$25,000.00	Errors & Omissions
Liability	01/06/15	Circuit Clerk	work discrimlnation	\$10,370.30	\$7,579.50	Errors & Omissions
Liability	09/28/15	Circuit Clerk	work discrimination	\$9.70	\$0.00	Errors & Omissions
Liability	03/02/16	Sheriff's	due process corrections detention	\$0.00	\$0.00	Law Enforcement Liability
				\$120,014.51	\$36,057.17	

\* New claim added to report

\*\* Closed Out

\*\*\* Re-Opened

As of 06/01/16